

## **Team Meeting #3**

**09/16/19**

Future Meetings:

- 9:00 a.m.-1:30 p.m.
- Going to use synced calendars to look for times
- Angel is available from 9:00 a.m.-1:30 p.m. (Every day)
- How often does he want to meet?
  - Every week
  - 8:00-8:30 a.m. Wednesday
- Talk to Becky about meeting in the conference room

\*First Meeting with Angel

\*Introductions

Boeing Tour:

- Go on a tour
- We will get to check out the system
- Etc.
- Sept. 30<sup>th</sup> Monday
- Angel will send more info
- 8:00 a.m.-12:00 p.m.

Project in Angel's words:

- They have the installation system, but they need a measurement/cutting system
- Boeing is working on the process of the insulation
- \$42/foot
- He wants a system to pull, measure, and cut the insulation

Questions:

- What are the variances on tubes we will be measuring?
  - Angel will get back to us
  - 6 in.-1 ft. Is potentially out of the scope
  - 1 ft.-12+ft. In length
- Diameter?
  - Outside diameter will not change
  - The inside diameter will

- How much insulation do we get?
  - Several feet
  - Angel might also provide something comparable
- What material is the insulation?
  - Angel will get back to us

#### Software Questions:

- No specific software required
- Arduinos are allowed
- The bar code will vary by the manufacture
- We could use a keypad, but they already have a bar code system

#### Specs:

- Time Requirement?
  - Undetermined, but it should be less than the time the operator takes
- Dimensional Tolerances
  - What standards?
    - It will be determined on length
    - Additional information will be provided later
- Resistance?
  - Make it modular
  - The system should be able to attach to the reel
  - This might cause resistance on the system
- Are there outlets in the area?
  - Electric and pneumatic outlets are in the area
- Length?
  - He will provide it later.
- English Units?
  - Yes

#### History

- There is no previous history on this project

#### Prototype

- Angel wants a working prototype that doesn't require a lot of changes
- It should be about 80% complete
- Angel would like it production ready
- He wants a concept and design executed
- Only 1 system is required

#### Charge

- Angel is unsure

- Swenson would guess 8-12 cents kW/hr

#### Fasteners

- Angel wants it to fasten to the table
- It could also be a stand-alone
- Tabletop would be more convenient

#### Additional Info

- Make sure we adjust the schedule to make sure it stays updated
- Gantt Chart
- Goals clearly marked
- Project Plan
  - Project Requirements Document

#### Future Meetings

- Calling and texting works well
- Email works well too
- Videoconference when necessary
  - WebX?
  - Angel will set it up

#### Swenson would like PowerPoint Slides

#### Ian

- Meeting Agenda should be sent to Angel the afternoon before the meeting
- Budget (Swenson will give Specifics)
- Product Requirements (Next Thursday) - First Draft to review next Wed.

#### Budget

- Start to fill it out

#### Thoughts

- Jewelry Saw

#### Action List

- Agenda - Ian (Monday)
- Meeting Minutes – Alyssa
- Budget – Kyle
- Product Requirements Document – Rennie
- Gantt Chart – Rennie/Ian

DO NOT USE PRODCUT REQUIREMENTS DOCUMENT AS A FILL IN THE BLANK

## Formatting

- Important?
  - No!
  - Content is the most important
  - Examples are on webpages